

**UNITED STATES MARSHALS SERVICE
OFFICE OF GENERAL COUNSEL
UNITED STATES DEPARTMENT OF JUSTICE**

600 Army Navy Drive, CS3

Arlington, VA 22202-4210

ATTN: Lucille C. Roberts, Deputy General Counsel

Telephone: (202) 307-9054

Fax: (202) 307-9456

The Office of General Counsel, U.S. Marshals Service, is responsible for overseeing all legal matters affecting the U.S. Marshals Service, as well as implementing compliance with the Freedom of Information and Privacy Acts. The Office of General Counsel provides legal representation and legal advice to the Director, U.S. Marshals Service, Headquarters personnel and agency personnel in the 94 district offices. The Office of General Counsel, U.S. Marshals Service, adjudicates between 400 and 500 administrative tort claims each fiscal year under the Federal Torts Claims Act, 28 U.S.C. §§ 2671, et seq.

**Projected No.
of Volunteers:** 5 - 6

**Internship
Location(s):** Crystal City, VA (located approximately 1 mile from Washington, DC)

**Application
Materials:** Resume, three references, writing sample (ideally no more than 5 pages), and dates when available.

Qualifications: First-year (second semester) and second-year law students; students should have excellent academic credentials and good writing skills.

**Application
Deadline:** Open until filled

**Minimum Weeks
Required:** 6 - 8 weeks

Salary: Volunteer (without compensation)

Assignments: Law students who participate in the Office of General Counsel's (OGC) Administrative Tort Program conduct telephone and document investigations of the facts alleged in the administrative tort claims filed against the U.S. Marshals Service. The law students legally analyze the information gleaned from their investigations, formulate their recommended dispositions, and draft legal memoranda in support of their findings under the guidance of the OGC paralegal administrator and OGC staff attorneys. The law students then present their findings to OGC staff attorneys who ultimately grant, deny or compromise the claims based substantially on the students' work product and recommendation.

Web Site: www.usdoj.gov/marshals